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ELECTRONIC CASE FILES SYSTEM USER'S MANUAL

(December 1, 2005)

GETTING STARTED

INTRODUCTION

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

Help Desk

Contact the Court's Help Desk between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk – 1-866-463-4052

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Electronically file pleadings and documents in live cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

REQUIREMENTS

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95, or Macintosh
- Portable Document Format (PDF) writer software such as Adobe Acrobat 7.0 or WordPerfect
- High-speed Internet access, or an Internet dial-up line with a minimum of 56K
- Browser such as Netscape Navigator 7.1 or Internet Explorer 6.0

NOTE: Due to security reasons, do not use America On-line's version of Netscape Navigator.

- A scanner configured no finer than 200 dpi and black and white rather than color for imaging non-computerized documents

NOTE: Scanned documents lessen the level of service we provide by slowing down the entire system. We will move away from the utilization of scanned documents inside the court and are asking you to do the same when possible.
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PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

ECF Registration and Training

Each attorney admitted to practice in the District of Montana shall be entitled to one login and password from the District Court allowing the attorney to participate in electronic service and filing of pleadings and other papers. After attorneys complete a 3-hour ECF User Training, the Court will issue logins and passwords. Attorneys must meet the requirements of Local Rule 83.3

No attorney shall knowingly permit or cause to permit his or her password to be utilized by

anyone other than an authorized employee of his or her office.

PREPARATION

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

- Start the Adobe Acrobat Program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

Using any word processing program:

- Install Acrobat Writer or FinePrint pdf Factory on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.

- Select **Adobe PDF Writer**, **FinePrint pdfFactory**, or **Publish to PDF** from within your word processing software.
- “Print” the file. The file should not actually print out, instead the option to save the file as a PDF format file appears.
- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .pdf and click the **[Save]** button.

NOTE:	In the event you select and highlight a file that is NOT in PDF format, ECF will display the message: “Document is not a well-formed PDF document (no further information is available.)”
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Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter and follow the directions above.

**You must have either Adobe Acrobat Writer or FinePrint pdf Factory installed on your computer to see these choices listed.*

BASICS

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed in Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone: **1-866-463-4052**

As soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk, **1-866-463-4052** as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.mtd.uscourts.gov>, when the court's web page opens, click on the **CM/ECF - Electronic Case Files** hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet.

How to Access the System

Users can get into the system via the District's Website by clicking on the hyperlink **District of Montana E-Filing System** to open the login screen and login to ECF.

Logging In

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

NOTE:	Use your ECF login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your PACER login and password.
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Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect.

- Click on the **[Back]** button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.

“Civil”

“Criminal”

“Query”

“Reports”

“Utilities”

“Logout”

NOTE: The date you *last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court’s Help Desk (see p.2) as soon as possible.

Selecting the ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil-** Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal-** Select Criminal to electronically file all criminal case pleadings, motions.
- Query-** Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports-** Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** are of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. (See the list of ECF documents at the back of this manual.) This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the Screens

Each screen has the following two buttons:

- **“Clear”** -- Clears **all** characters entered in the box(es) on that screen.
- **“Next” or “Submit”** – accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake

Use the **“Back”** button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, *e.g.*,

/s/ Jane Doe Attorney
Jane Doe Attorney
Firm Name
Attorney for Plaintiff/Defendant

The name of the attorney must follow the “/s/.”

In the case of a stipulation or other document to be signed by two or more persons, the following procedures shall be used:

- Scan the original signature page and attach it to the related document.

- Use “/s/” as to all parties, thus representing that all parties have consented.
- Present to the Clerk’s Office one document bearing the original signature of each signator.

The filing party or attorney shall retain the hard copy of the document containing the original signature for two (2) years after final resolution of the action, including final disposition of all appeals.

Filing a Civil Complaint

- A Civil Cover Sheet must be sent to the Clerk’s Office by 3-mail or fax.
- The Clerk’s Office will return a case number by 3-mail.
- The party may then file their complaint electronically, using ECF, or the Court will accept complaints sent by U.S. mail or delivered in person to the Clerk’s Office.
- A complaint received by the Clerk’s Office before 3:00 p.m. will be filed and placed on the system that day. A complaint received after 3:00 p.m. will be considered filed that day, but will be uploaded to the system on the next regular business day.

Filing Fee

At the time of registration with the District Court to use ECF, the attorney will be asked if they wish to utilize the credit card payment feature in ECF.

- If the credit card payment feature is selected, the attorney will be asked for their credit card number and the payment will be made automatically at the time of filing the Complaint electronically, .
- If the attorney does not select the credit card payment feature, the attorney will need to make payment of the filing fee before a case number is assigned by the Clerk’s Office.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- Select the type of document to file (see Attorney Event Menu)
- Enter the case number in which the document is to be filed
- Designate the party(s) filing the document
- Specify the PDF file name and location for the document to be filed
- Add attachments, if any, to the document being filed
- Modify docket text as necessary

- Submit the pleading to ECF
- Receive notification of electronic filing

1. Select the type of document to file:

This section of the User's Manual describes the process for filing a civil **Motion** in ECF. The process is similar for filing other pleadings in ECF.

- Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.
- Click on **Motions**, under **Motions and Related Filings**.
- The **Motions** screen appears and displays a motion selection field with a scroll bar next to it.
- Scroll through the menu until you find the type of motion or application you wish to file.
- Highlight the type of motion you are filing, *i.e.*, **Summary Judgment**.
- Click on **"Next."**

NOTE:	To select more than one motion, press and hold down the "Ctrl" key and click on each of the desired multiple forms of relief.
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2. Enter the case number in which the document is to be filed.

- A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **"Next."**
- If the number is entered incorrectly, click **"Clear"** to re-enter.
- If the computer prompts that you entered an invalid case number, click on **"Back"** to re-enter.
- When the case number is correct, click on **"Next."**

3. Designate the party(s) filing the document.

- Highlight the name of the party or parties for whom you are filing the motion.
- If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key while pointing and clicking on each party of the group.
- After highlighting the parties to the motion, click on the **"Next"** button.

NOTE: If your party does not appear, see the section of this manual titled “ Add/Create New Party. ”
--

4. Specify the PDF file name and location for the document to be filed.

- ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen.
- ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.
- Click on the “**Browse**” button. ECF will opens a screen that is connected to your file folders so that you can locate the document you are filing.

NOTE: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF MUST reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

- Change the “**Files of type**” from “**HTML Files**” to “**All Files (*.*)**”.
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

NOTE: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a “ quick menu ” and left mouse click on “ open. ” Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

- Once you have verified the document is correct, close Adobe Acrobat and click on the “**Open**” button.
- ECF closes the “**File Upload**” screen and inserts the PDF file name and location in the **Motions** screen.
- ECF will not permit you to select a file for your pleading that is not in PDF format.

NOTE: If you fail to select a document, ECF will display the error message: **“Note: You have not selected a document.”** If you click **“OK”** from the screen depicting the message, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document

5. Attaching Other Documents (*i.e.*, an Affidavit) to Your Motion

- If you acknowledge the need to attach documents to your motion during the previous step, a new **Motions** screen appears.
- Click on the **“Browser”** button to search for the document file name of the attachment.
- Next to the field for attachment **“Type,”** click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **“Description”** box and type a clear and concise description of the attachment.
- Click on **“Add to List.”**
- ECF adds the selected document as an attachment to the pleading. A new options **Motions** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **“Next.”**

When attachments and exhibits are too large or lengthy to attach.

- Attachments and exhibits that cannot be created and filed electronically can be submitted in paper format, *i.e.*, blueprints, pictures, charts, etc. Present the entire pleading with attachments to the Clerk’s Office for handling.

When the document is larger than 3MG in size.

- Divide the document into 3MG segments, *i.e.*, if the document is 60 pages in length.
- File the first segment as the motion and attach the other two segments as attachments, labeling them as **“Motion p. 21-40”** and **“Motion p. 41-60.”**

6. Modify Docket Text

- After attaching other documents or segments or not attaching, you will see a screen entitled **“Docket Text: Modify as Appropriate.”**
- Click on the drop down arrow prior to the Motion to open a modifier drop-

- down list.
- Select a modifier if appropriate.
- Click in the open text area to type additional text for the description of the document being filed.
- Click on the “**Next**” button.

7. Submit the Document

- A new **Motions** window appears with the complete text for the docket report with a yellow background.
- Review the docket text.
- If you need to modify data on a previous screen, click the “**Back**” button on the Netscape toolbar to find the screen you wish to alter.
- If the text is satisfactory and you are certain you have filed the correct document with the correct attachments, click on the “**Next**” button to file and docket the document.

NOTE: This final screen contains the following warning:

Attention! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- At any time prior to this step, you can abort the ECF filing or return to previous screens by:
 - clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
 - clicking on the Web Browser “**Back**” button until *you return to the desired screen*.

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt. This is your confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document’s PDF file.

- Select “**Print**” on the Netscape Toolbar to print the document receipt.
- Select “**File**” on the Netscape menu bar, and choose **Save Frame As . . .** from the drop-down window to save the receipt to a file on the hard drive of your computer.

NOTE: The **Notice of Electronic Filing (NEF)** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the Court.
- The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing.

NOTE: It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

CRIMINAL EVENTS FEATURE

Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

- Select the type of document to file (see Attorney Event Menu)
- Enter the case number in which the document is to be filed;
- Designate the defendant that the filing relates to
- Verify that the case number and caption are correct
- Designate the party(s) filing the document
- Specify the PDF file name and location for the document to be filed
- Add attachments, if any, to the document being filed
- Modify docket text as necessary
- Submit the pleading to ECF
- Receive notification of electronic filing\

1. Select the type of document to file:

This section of the User's Manual describes the process for filing a criminal **Motion** in ECF. The process is similar for filing other pleadings in ECF.

- Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing.
- Click on **Motions**, under **Motions and Related Filings**.
- The **Motions** screen appears and displays a motion selection field with a scroll bar next to it.
- Scroll through the menu until you find the type of motion or application you wish to file.
- Highlight the type of motion you are filing, *i.e.*, **Suppress**.
- Click on **"Next."**

NOTE:	To select more than one motion, press and hold down the "Ctrl" key and click on each of the desired multiple forms of relief.
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2. Enter the case number in which the document is to be filed.

- A new Motions screen opens with a Case Number field. Enter the number of

- the case for which you are filing a motion and click on **“Next.”**
- If the number is entered incorrectly, click **“Clear”** to re-enter.
- If the computer prompts that you entered an invalid case number, click on **“Back”** to re-enter.
- When the case number is correct, click on **“Next.”**

3. Designate the defendant(s) that the filing relates to.

- Click in the boxes to play a check next to each defendant’s name that this filing relates to.
- If it relates to all defendants in the case, check the box for **“All Defendants”** and leave the other boxes unchecked.
- When finished selecting defendants, click on the **“Next”** button.

4. Verify the case number and caption are correct.

- Click **“Next”** if case number and caption are correct.\

5. Designate the party(s) filing the document.

- Highlight the name of the party or parties filing the motion.
- Click on the **“Next”** button.

6. Specify the PDF file name and location for the document to be filed.

- ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen.
- ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.
- Click on the **“Browse”** button. ECF will opens a screen that is connected to your file folders so that you can locate the document you are filing.

NOTE:	It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF MUST reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.
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- Change the **“Files of type”** from **“HTML Files”** to **“All Files (*.*)”**.
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

NOTE: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **“quick menu”** and left mouse click on **“open.”** Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

- Once you have verified the document is correct, close Adobe Acrobat and click on the **“Open”** button.
- ECF closes the **“File Upload”** screen and inserts the PDF file name and location in the **Motions** screen.
- ECF will not permit you to select a file for your pleading that is not in PDF format.

NOTE: If you fail to select a document, ECF will display the error message: **“Note: You have not selected a document.”** If you click **“OK”** from the screen depicting the message, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document

7. Attaching Other Documents (i.e., an Affidavit) to Your Motion

- If you acknowledge the need to attach documents to your motion during the previous step, a new **Motions** screen appears.
- Click on the **“Browser”** button to search for the document file name of the attachment.
- Next to the field for attachment **“Type,”** click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **“Description”** box and type a clear and concise description of the attachment.
- Click on **“Add to List.”**
- ECF adds the selected document as an attachment to the pleading. A new options **Motions** screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **“Next.”**

When attachments and exhibits are too large or lengthy to attach.

- Attachments and exhibits that cannot be created and filed electronically can be

submitted in paper format, *i.e.*, blueprints, pictures, charts, etc. Present the entire pleading with attachments to the Clerk's Office for handling.

When the document is larger than 3MG in size.

- Divide the document into 3MG segments, *i.e.*, if the document is 60 pages in length.
- File the first segment as the motion and attach the other two segments as attachments, labeling them as "**Motion p. 21-40**" and "**Motion p. 41-60.**"

8. Modify Docket Text

- After attaching other documents or segments or not attaching, you will see a screen entitled "**Docket Text: Modify as Appropriate.**"
- Click on the drop down arrow prior to the Motion to open a modifier drop-down list.
- Select a modifier if appropriate.
- Click in the open text area to type additional text for the description of the document being filed.
- Click on the "**Next**" button.

9. Submit the Document

- A new **Motions** window appears with the complete text for the docket report with a yellow background.
- Review the docket text.
- If you need to modify data on a previous screen, click the "**Back**" button on the Netscape toolbar to find the screen you wish to alter.
- If the text is satisfactory and you are certain you have filed the correct document with the correct attachments, click on the "**Next**" button to file and docket the document.

NOTE: This final screen contains the following warning:

Attention! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

- At any time prior to this step, you can abort the ECF filing or return to previous screens by:
 - clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.

- clicking on the Web Browser “**Back**” button until *you return to the desired screen.*

8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt. This is your confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document’s PDF file.

- Select “**Print**” on the Netscape Toolbar to print the document receipt.
- Select “**File**” on the Netscape menu bar, and choose **Save Frame As . . .** from the drop-down window to save the receipt to a file on the hard drive of your computer.

NOTE:	The Notice of Electronic Filing (NEF) represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.
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- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the Court.
- The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing.

NOTE:	It is the <u>filer’s</u> responsibility to serve hard copies of the document and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.
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ADD/CREATE A NEW PARTY

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “**Select a Party**” screen, click on **Add/Create New Party.**

- You must first perform a search to see if your party is already entered on the ECF system.
- Type the first few letters of the party’s last name for an individual, or the first few letters of the company name.
- Click “**Search.**”
- If a match is found, ECF will display a list of party names.
- If the name of the party you represent appears in the list, click on it and then click “**Select name from list.**”
- Review the party information and select the party’s role in this filing.
- Click “**Submit.**”
- If a match is not found, or your party does not appear in the list, click “**Create new party.**”

Entering Company Name

- Enter the entire company name in the “**Last Name**” field.
- Choose the appropriate “**Role**” from the drop down list.
- Leave all other fields blank.
- Click “**Submit.**”

Entering an Individual Name

- Fill out the “**Last Name,**” “**First Name,**” “**Middle Name,**” “**Generation,**” and “**Title**” fields as appropriate.
- Choose the appropriate “**Role**” from the drop-down list.
- Leave all other fields blank.
- Click “**Submit.**”

LINKING DOCUMENTS (REFER TO EXISTING EVENT)_____

Some pleadings such as briefs and indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with a screen asking if you wish to “**Refer to existing event(s)?**”

- An “event” in CM/ECF is anything that has been filed in a case.
- To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing Event(s)?**”
- Click “**Next.**”

The following screen requires that you filter the list of documents in the case by the type of document that you want to link to.

- The type list appears in alphabetical order.
- Document types in this list are the same as the types listed in the main filing menu, *i.e.*, to link to a brief, you would choose the type “**Oth_Doc**” because **Brief** appears in the “**Other Documents**” section of the main menu.
- You must choose a type on this screen.
- You also have the option of entering filed dates or document numbers if you would like to narrow your search.
- Once you select the type of document and click “**Next,**” you are presented with a list of documents that match your search criteria
- Click the checkbox for the document you wish to link to and click “**Next.**”

QUERY FUNCTION

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.

- ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

NOTE: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.08 per page to access documents, docket sheets, etc., from ECF.

- After you enter your PACER login and password, ECF opens a Query data entry screen.
- If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button.
- ECF opens the query screen.

You may query the ECF database by the name of a party or an attorney to the case.

- Enter the last name of the party in the appropriate field.
- If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A).
- If you click on the name of the party, ECF will open the query.
- If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.
- Click on the case number hyperlink and ECF opens the query screen.

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected.

You may also query a case by the nature of suit.

- You must enter a range for either the filed data or the last entry data in order for the query to run.
- To search for all cases of a certain type, use the date 1/1/1970 as the “beginning of time.”
- When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one listing multiple case numbers.

The next window displays:

- the case number
- parties to the case
- presiding judge
- date the initial claim was filed
- the date of last filing for the case.

You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

Deadlines/Hearings

Provides a screen that allows you to query the database by various means to obtain hearings and other schedule deadlines.

- After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.
- If you click on the button to the left of the **Deadline/Hearing** title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

ECF opens the Docket Sheet screen.

- You may select a date range for your docketing report as well as a range of docketing numbers
- If you leave the range fields blank, ECF will default to print the entire docketing report.
- Place a checkmark in the box to **Include Links to Notice of Electronic Filing** if you wish to view them from the docket sheet.
- After you have selected the parameters for your report, click on the **“Run Report”** button.

- ECF will run your custom docket report.

The document numbers in the middle column are hyperlinks to PDF files of the actual documents.

- Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

Queries the database for case event history and documents associated with the case.

- You may select the sort order for the query report and choose to exhibit all events or only those with documents attached.
- ECF also offers you the option to display the docket text in the report.
- After making your selections, click on the **“Run Query”** button.
- ECF queries the database and builds your report.
- The docket text for all docketed events will also be displayed.
- You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

REPORTS FUNCTION

The **Reports** feature of ECF provides the user with several report options. After selecting the **Reports** feather from the *Blue* menu bar, ECF opens the **Reports** screen.

- Calendar Events
- Cases Filed
- Docket Sheet

NOTE: If you select **Cases Filed** or **Docket Sheet** from the screen, ECF will ask you to login to **PACER**. You may view Court Calendar Events for a case without logging into **PACER**.

Docket Sheet

- Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.
- Enter your **PACER** login and password.
- Click on the “**Login**” button and ECF will open the **Docket Sheet** report query window.
- This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature.
- Enter the case number for your docket sheet in the “**Case Number**” field.
- Select parameters for the remainder of the data entry fields and click on the “**Run Report**” button.
- ECF will display a full docket sheet for the case you selected.
- If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields.
- ECF also offers various sorting options from the **Docket Sheet** query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen.

- To narrow your search, enter the range of case filing dates and select a Nature of Suite or Cause Code.
- The far-left column contains hyperlinked case numbers linked to the **Docket Sheet**.

UTILITIES FUNCTION ---

The **Utilities** feature provides the means for registered users to maintain their own account in ECF and to view all of their ECF transactions.

Your Account

This section provides you with the capability to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF.

Maintain Your Account

- Click on the **Maintain Your Account** hyperlink to open.
- The screen displays all of the registration information that is contained within the ECF database for your account with the Court.
- This information includes Bar identification and Bar status.

<i>NOTE:</i> YOU WILL BE RESPONSIBLE FOR CHANGING YOUR PHYSICAL ADDRESS WHEN NECESSARY.

- In the same screen, you can click on the **“E-Mail Information”** button.
- This is the electronic address that ECF will automatically notify you of all filings of new case pleadings and documents.
- If you want notice sent to additional recipients, *i.e.*, a legal assistant in your office, enter a check mark by clicking on the box to the left of the line which reads **“to these additional addresses.”**
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity.
- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **“Clear”** button to clear the fields on the screen.
- After updating your account information, click on the **“Return to Account Screen”** button to return to your **Maintain User Account** screen.

Edit Login and Password

- To edit or view login information about your account, select the button labeled **“More User Information.”**
- This screen displays user login information and provides the means to change your ECF password.
- To change your ECF password, place your cursor in the **Password** field and

- delete the asterisks.
- Type in your new password. ECF displays the actual characters of your new password as you type.
- When you have completed your interface with ECF from this screen, click on the **“Return to Account Screen** button to reopen the **Maintain User Account** screen.
- If you are satisfied with your changes, click on the **“Submit”** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF.
- ECF will notify you onscreen that your updates were accepted.
- You may begin using your new password during your next ECF session.

View Your Transaction Log

- From the **Utilities** screen, click on the **“View Your Transaction Log”** button.
- ECF opens a screen with two fields for entering the Date Selection Criteria.
- Enter the date range for your report and click on **“Submit.”**

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within the **Utilities** feature of the system.

- **Legal Research** contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.
- **Mailings** contains a hyperlink that opens a new screen for making or requesting mailings from ECF.
- **Verify a Document** contains a hyperlink to open a query screen and enter data in the screen field to locate a particular document attached to a specific case number.

LOGOUT

After you have completed all of your transaction for a particular session in ECF, you should exit from the system.

- Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.
- If you are completely finished using ECF, click on the red “X” in the upper right-hand corner.

SEALED DOCUMENTS

Continue to file sealed documents at the District Court Clerk’s office in accordance with the existing practices and procedures for conventional filing.

CIVIL DOCKETING MENU (12-05-05)

Open a Case

Civil Case
Sealed Civil Case

Initial Pleadings and Service Complaints and Other Initiating Documents

Amended Complaint
Application for Stay of Execution
Application for Writ of Garnishment
Bankruptcy Appeal
Case Transferred In -District Transfer
Case Transferred In-Divisional Transfer
Complaint
Complaint IFP/Prisoner
Counterclaim
Intervenor Complaint
Mot to Vacate/Set Aside/Correct
Sentence(2255)
Notice of Condemnation
Notice of Removal, Joinder in
Notice to Take Foreign Deposition
Petition for Writ of Habeas Corpus
Petition of Mandamus
Petition to Enforce IRS Summons
Petition to Perpetuate Testimony
Registration of Foreign Judgment
Third Party Complaint

Service of Process

Acknowledgment of Service
Affidavit of Service
Application for Writ of Habeas Corpus ad
Testificandum Denied
Certificate of Service
Proof of Service
Request for Waiver of Service
Seizure Warrant Issued
Seizure Warrant Returned Executed
Seizure Warrant Returned Unexecuted
Service by Publication
Summons Issued
Summons Issued as to USA
Summons Reissued

Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Executed IFP Case
Waiver of Service Unexecuted
Warrant Returned
Writ Returned
Writ of Habeas Corpus ad
Prosequendum Executed
Writ of Habeas Corpus ad
Prosequendum Issued
Writ of Habeas Corpus ad
Prosequendum Unexecuted
Writ of Habeas Corpus ad Testificandum
Executed
Writ of Habeas Corpus ad Testificandum
Issued
Writ of Habeas Corpus ad Testificandum
Unexecuted

Answer to Complaints -No Drop Downs Other Answers

Affidavit in Opposition
Affidavit in Support
Amended Answer to Complaint
Answer and Administrative Record
Answer to Claim
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Findings and Recommendations
Withdrawal of Claim

Motions

Alter Judgment
Amend Answer
Amend Complaint
Amend District Judge Order
Amend Magistrate Judge Order
Amend Scheduling Order
Amend/Correct
Appeal In Forma Pauperis

CIVIL DOCKETING MENU (12-05-05)

Appear	Disqualify Juror
Appear Pro Hac Vice	Early Neutral Evaluation
Appoint Counsel	Enforce Judgment
Appoint Custodian	Enforce Settlement
Appoint Expert	Enforce Subpoena
Appoint Guardian/Attorney ad Litem	Entry of Default
Appoint Process Server	Exparte Motion
Appoint Receiver	Expedite
Approve Consent Judgment	Expedite Ruling by District Judge
Approve Settlement Agreement	Expedite Ruling by Magistrate Judge
Arbitrate	Extension of Time to Amend
Attorney Fees	Extension of Time to Complete Discovery
Attorney Fees (EAJA)	Extension of Time to File Answer
Bifurcate	Extension of Time to File Document
Bill of Costs	Extension of Time to File
Bond	Response/Reply
Certificate of Appealability	Extension of Time to Serve
Certify	File Excess Pages
Certify Class	Final Order of Forfeiture
Certify Interlocutory Appeal	Forfeiture of Property
Change Venue	Hearing
Clarify	In Limine
Compel	Intervene
Compel Discovery	Issuance of Arrest Warrant
Confirm Sale	Issuance of Warrant in rem
Consent Decree	Joinder
Consolidate Cases	Judgment Debtor Exam
Contempt	Judgment NOV
Continue	Judgment as a Matter of Law
Declaration of Mistrial	Judgment of Forfeiture
Declaratory Judgment	Judgment on Partial Findings
Default Judgment	Judgment on the Pleadings
Deposit Funds	Judgment under Rule 54(b)
Directed Verdict	Leave to Appeal
Disbursement of Funds	Leave to File Document
Discharge Garnishee	Letters Rogatory
Disclosure	Lift Stay
Discovery	Limited Admission
Dismiss	Mediation
Dismiss Case as Frivolous	Modify
Dismiss/Lack of Jurisdiction	More Definite Statement
Dismiss/Lack of Prosecution	New Trial
Disqualify Counsel	Oral Argument
Disqualify Judge	Order of Sale

CIVIL DOCKETING MENU (12-05-05)

Order/Judgment	Substitute Attorney
Partial Summary Judgment	Substitute Party
Permanent Injunction	Summary Judgment
Preliminary Injunction	Supplement
Proceed In Forma Pauperis	Take Deposition
Produce	Taxation of Costs
Protective Order	Temporary Restraining Order
Quash	Transcript
Reassign Case	Transfer
Reconsideration	Unseal Case
Reconsideration of District Judge Order	Unseal Document
Reconsideration of Magistrate Judge Order	Vacate
Recusal	Waiver of Oral Argument
Recusal of District Judge	Withdraw
Recusal of Magistrate Judge	Withdraw Reference
Redact	Withdraw as Attorney
Refund of Fees Paid Electronically	Writ
Release of Bond Obligation	Writ of Attachment
Release of Funds	Writ of Garnishment
Remand	Writ of Habeas Corpus ad prosequendum
Remand to Agency	Writ of Habeas Corpus ad testificandum
Remand to Bankruptcy Court	Writ of Mandamus
Remand to State Court	
Reopen Case	Responses and Replies
Reschedule	Affidavit in Opposition to Motion
Return of Property	Affidavit in Support of Motion
Sanctions	Brief
Seal	Memorandum in Opposition
Seal Case	Memorandum in Support
Seal Document	Notice of Filing Exhibits
Sealed Motion	Objection
Service by Publication	Reply Brief
Set Aside	Reply to Response to Motion
Set Aside Default	Response
Set Aside Forfeiture	Response in Opposition to Motion
Set Aside Judgment	Response in Support of Motion
Set Aside Verdict	Response to Motion
Settlement	Response to Order
Settlement Conference	Statement of Genuine Issues
Sever	Statement of Undisputed Fact
Show Cause	
Stay	Other Filings
Stay Discovery	ADR Documents
Strike	Discovery Documents

CIVIL DOCKETING MENU (12-05-05)

Amended Notice to Take Deposition
Answer to Interrogatories
Deposition
Interrogatories Propounded
Notice to Take Deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

Certificate of Counsel
Clerks Notice of Closing
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Assignment to USMJ
Notice of Case Opening
Notice of Change of Address
Notice of Endorsement
Notice of Filing
Notice of Filing Exhibits
Notice of Hearing
Notice of Hearing on Motion
Notice of Joinder
Notice of Lis Pendens
Notice of Removal
Notice of Removal, Joinder in
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Defendant of Garnishment

Trial Documents

Agreement for Jury Verdict
Exhibit
Exhibit List
Jury Impaneled
Jury Instructions
Jury List
Jury Notes
Jury Seating Arrangement
Jury Verdict
Peremptory Challenges
Proposed Findings of Fact

Proposed Jury Instructions
Proposed Voir Dire
Trial Brief
Voir Dire Questions
Witness List

Appeal Documents

1 - Terminate Appeal Deadlines
Appeal Notification Form
Appeal Record Returned by 9th CCA
Appeal Record Sent to USCA
Appeal Remark
Appeal Transcript
Appeal Transcript Designation Order Form
Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Bankruptcy Scheduling Order
Certificate of Appealability
Certificate of Record
Designation of Record on Appeal
FRAP 24 Certificate
Notice of Appeal - Final Judgment
Notice of Appeal - Order
Notice of Cross Appeal
Notice of Interlocutory Appeal
Reporter Correspondence
Subsequent Notice of Appeal
Supplemental ROA Sent to USCA
USCA Appeal Fees
USCA Case Number
USCA Judgment
USCA Mandate
USCA Notice of Docketing ROA
USCA Order
USCA Scheduling Order
~Util - Set/Reset Appeal Deadlines
~Util - Terminate Appeal

Other Documents

Affidavit
Affidavit of Garnishment

CIVIL DOCKETING MENU (12-05-05)

Amended Document (NOT Motion)
Amicus Curiae Appearance
Appendix
Application for Writ
Application to Clerk for Entry of Default
Bill of Costs
Brief
Brief in Response to Order
Consent to Jury Selection by US
Magistrate Judge
Consent to Magistrate Judge Disposition
on Motion
Consent to Motion
Consent/Objection to USMJ
Corporate Disclosure Statement
Declaration
Disclaimer
Docket Annotation
Evidentiary Material
Final Accounting and Application
Financial Affidavit
Financial Affidavit - CJA 23
Interpleader
Joinder in Motion
Joint Discovery Plan
Jury Demand
Notice of Levy - USM
Notice of Sequestration - USM
Objection
Objections to Answer to Writ
Offer of Judgment
Position Regarding Mediation
Position Regarding Settlement
Preliminary Pretrial Statement
Pretrial Memorandum
Prisoner Trust Fund Account Statement
Proposed Consent Decree
Proposed Pretrial Order
Receivers Financial Report
Redacted Document
Redaction Index
Response to Order to Show Cause
Satisfaction of Judgment
Sealed Document(s)

Settlement Agreement
Statement
Statement of Genuine Issues
Statement of Undisputed Fact
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement
Transcript Request
Withdrawal of Motion

Court Events

Orders on Motions -No Drop Downs

Other Orders/Judgments

1 - Terminate Deadlines
1 - Terminate Deadlines and Hearings
1 - Terminate Hearings
1 - Terminate Scheduling Order Deadlines
1 - Terminate Trial Management Order Deadlines
CJA 20 - Appointment
CJA 20 - Authorization to Pay
CJA 20/21/24 - Application for Payment -
Denied
CJA 21 - Appointment
CJA 21 - Authorization to Pay
CJA 24 - Authorization to Pay
CJA 30 - Appointment
CJA 30 - Authorization to Pay
CJA 31 - Appointment
CJA 31 - Authorization to Pay
Certificate of Appealability
Certificate of Appealability Denied
Certification of Issue to State Court
Contempt Certification
Decree Confirming Sale
Decree of Condemnation
Decree of Foreclosure
Decree of Forfeiture and Order of Delivery
Exparte Order
Findings and Recommendations
Findings and Recommendations -
Special Master

CIVIL DOCKETING MENU (12-05-05)

Findings of Fact & Conclusions of Law	Order to Serve Order and 2254 Petition
Judgment	Order to Show Cause
Judgment - Attorney Fees	Order to Unseal Case
Judgment - Clerk	Permanent Injunction
Judgment - Consent	Preliminary Injunction
Judgment - Default	Preliminary Pretrial Conference Order
Memorandum & Opinion	Pretrial Order
Order	Protective Order
Order Adopting Findings and Recommendations	Publication Order
Order Appointing Public Defender	Scheduling Order
Order Cancelling Deadline	Seizure or Inspection Warrant -
Order Consolidating Cases	Application Denied
Order Designating Mediator	Status Report Order
Order Directing Prisoner Payment	Stipulation and Order
Order Dismissing Case	Temporary Restraining Order
Order Dismissing Case as Frivolous	Trial Management Order
Order Dismissing Parties	Warrant in rem - Application Denied
Order Extending Scheduling Order Deadlines	~Util - Add and Terminate Attorneys
Order Lifting Stay	~Util - Add and Terminate Parties
Order Reassigning Case	~Util - Case No Longer Referred to Arbitration
Order Referring Case to Arbitration	~Util - Case Referred to Arbitration
Order Referring Case to Early Neutral Evaluation	~Util - Case Referred to Early Neutral Evaluation
Order Referring Case to Magistrate Judge	~Util - Case Referred to Mediation
Order Referring Case to Magistrate	~Util - Case Reopened
Judge - Special Master	~Util - Case Returned from Mediation
Order Referring Case to Mediation	~Util - Case Sealed
Order Referring Case to Special Master	~Util - Case Stayed
Order Referring Motion	~Util - Case Unsealed
Order Reopening Case	~Util - Create Case Association
Order Setting Hearing on Motion	~Util - Document Sealed
Order Staying Case	~Util - Document Unsealed
Order Staying Discovery	~Util - Interpreter Appointed
Order Upon Consent to USMJ	~Util - Judgment Index - Add Record
Order for Warrant for Arrest of Property	~Util - Judgment Index - Update
Order of Distribution of Funds	~Util - Set Deadlines
Order of Entry	~Util - Set Deadlines/Hearings
Order of Entry - Application Denied	~Util - Set Hearings
Order of Recusal	~Util - Set Scheduling Order Deadlines
Order on Jury Selection by M/J	~Util - Set Trial Management Order Deadlines
Order on Motion to Vacate/Set	~Util - Set/Clear Flags
Aside/Correct Sentence (2255)	~Util - Terminate Case Associations
Order to Answer	~Util - Terminate Motions
Order to Dismiss on Settlement	
Order to Serve Complaint	Minute Entries

CIVIL DOCKETING MENU (12-05-05)

1 - Terminate Deadlines	Voir Dire
1 - Terminate Deadlines and Hearings	Writ Hearing
1 - Terminate Hearings	~Util - Add and Terminate Attorneys
1 - Terminate Motion and F&R Deadlines/Hearings	~Util - Add and Terminate Judges
1 - Terminate Scheduling Order Deadlines	~Util - Add and Terminate Parties
1 - Terminate Trial Management Order Deadlines	~Util - Case No Longer Referred to Arbitration
Arbitration Hearing	~Util - Case Referred to Arbitration
Argument on Bankruptcy Appeal	~Util - Case Referred to Early Neutral Evaluation
Attorney Appointment Hearing	~Util - Case Referred to Mediation
Bench Trial - Begun	~Util - Case Reopened
Bench Trial - Completed	~Util - Case Returned from Mediation
Bench Trial - Held	~Util - Case Sealed
Confirmation Hearing	~Util - Case Stayed
Contempt Hearing	~Util - Case Unsealed
Daubert Hearing	~Util - Create Case Association
Default Hearing	~Util - Document Sealed
Discovery Hearing	~Util - Document Unsealed
Docket Call	~Util - Exparte Matter
Early Neutral Evaluation Conference	~Util - Interpreter Appointed
Evidentiary Hearing	~Util - Set Deadlines
Forfeiture Hearing	~Util - Set Deadlines/Hearings
Hearing In Aid Of Judgment	~Util - Set Hearings
Hearing Out of Jury Presence	~Util - Set Motion and F&R Deadlines/Hearings
In Camera Hearing	~Util - Set Scheduling Order Deadlines
In Chambers Conference	~Util - Set Trial Management Order Deadlines
Judgment Debtor Exam	~Util - Set/Clear Flags
Jury Selection	~Util - Terminate Case Associations
Jury Trial - Begun	~Util - Terminate Motions
Jury Trial - Completed	
Jury Trial - Held	
Markman Hearing	Utility Events
Motion Hearing	1 - Terminate Appeal Deadlines
Omnibus Hearing	Add and Terminate Attorneys
Pretrial Conference - Final	Add and Terminate Judges
Pretrial Conference - Initial	Add and Terminate Parties
Pretrial Conference - Interim	CJRA Bench Trial Decision
Remand Hearing	Calendar Entry
Removal Hearing	Case Assigned/Reassigned
Scheduling Conference	Case No Longer Referred to Arbitration
Settlement Conference	Case Referred to Arbitration
Show Cause Hearing	Case Referred to Early Neutral Evaluation
Social Security Hearing	Case Referred to Magistrate Judge
Status Conference	Case Referred to Mediation
Summary Jury Trial	Case Reopened
Telephone Conference	Case Returned from Mediation
Three-Judge Court Hearing	Case Sealed
	Case Stayed

CIVIL DOCKETING MENU (12-05-05)

Case Transferred Out - District	Funds Received
Case Transferred Out - Divisional Transfer	Letter
Case Unsealed	Mail Returned
Class Action Certified	Order Vacation Conditional Transfer
Class Action Denied	Order
Create Case Association	Staff Notes
Document Sealed	Supersedeas Bond
Document Unsealed	Three Judge Panel Assigned
Interpreter Appointed	Transcript
Judgment Index - Add Record	U.S. Marshal Bill of Sale
Judgment Index - Update	Warrant Issued
Magistrate Judge Selection	Writ Issued
Motions No Longer Referred	Writ of Garnishment
Motions Referred	Writ of Mandamus
Motions Submitted	
Motions Taken Under Advisement	
Notice of Correction	
Remark	
Reopen Document	
Set Deadlines/Hearings	
Set Motion and F&R Deadlines/Hearings	
Set/Clear Flags	
Set/Reset Deadlines	
Set/Reset Hearings	
Set/Reset Scheduling Order Deadlines	
Set/Reset Trial Management Order Deadlines	
Terminate Case Associations	
Terminate Civil Case	
Terminate Deadlines	
Terminate Documents	
Terminate Motions	
~Util - Set/Reset Appeal Deadlines	
~Util - Terminate Appeal	
Other Events	
Certificate of Clerk	
Certification of Judgment	
Clerk's Notice Upon Consent to USMJ	
Clerks Entry of Default	
Conditional Transfer Order, MDL	
Costs Taxed	
Deposit of Sequestered Funds	
Designation of United States District Judge	
Exhibits Returned/Disposed	
Filing Fee Received	

CIVIL DOCKETING MENU (12-05-05)

CRIMINAL DOCKETING MENU (12-05-05)

Open a Case

Criminal Case
Criminal Case Assigned
Criminal Case Unassigned
Criminal Case(Sealed)
Criminal Case Assigned(Sealed)
Criminal Case Unassigned(Sealed)

Charging Instruments and Pleas

Indictment, Information, Complaint

Complaint
Complaint(Sealed)
Indictment
Indictment(Sealed)
Indictment - Redacted
Information - ALL Misdemeanor
Information - ALL Misdemeanor(Sealed)
Information - Felony
Information - Felony(Sealed)
Information - Redacted
Notice of Removal from State Court

Pleas and Plea-Related Documents

Consent to Plea before M/J
Notice of Intent to Change Plea
Offer of Proof
Plea Agreement
Plea Agreement Accepted
Plea Agreement Rejected

Motions and Related Filings

Motions - No Drop Downs

Responses and Relies

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Brief
Memorandum in Opposition
Memorandum in Support
Reply to Response
Response in Opposition
Response in Support
Response to Motion

Other Filings

Transfer Documents

Case Transferred In -Divisional Trans

Case Transferred Out-Divisional Trans
Rule 20- Return In
Rule 20- Transfer In
Rule 20-Transfer Out
Rule 20/21 - Return Out
Rule 21 - Return In
Rule 21 - Transfer In
Rule 21 - Transfer Out
Rule 40 Documents Received
Transfer In/Probationer
Transfer In/Supervised Release
Transfer Out/Probationer

Detention

Arrest
Arrest - Other District
Arrest - Rule 40
Arrest of Material Witness
Bond
Detainer Lodged
Temporary Commitment

Discovery Documents

Demand for Alibi Witness
Demand for Public Authority Witness
Notice of Alibi
Notice of Alibi Witness
Notice of Error or Defect
Notice of Insanity Defense
Notice of Insanity Witness
Notice of Intent to Use Evidence
Notice of Issue of Foreign Law
Notice of Public Authority Defense
Notice of Public Authority Opposition
Witness
Withdrawal of Alibi
Withdrawal of Insanity Defense
Withdrawal of Insanity Witness
Withdrawal of Public Authority Defense

Waivers

Waiver of Counsel
Waiver of Final Revocation Hearing
Waiver of Indictment
Waiver of Interstate Agreement on
Detainers
Waiver of Minimum Time to Trial

CRIMINAL DOCKETING MENU (12-05-05)

Waiver of Preliminary Examination or Hearing
Waiver of Presence at Arraignment
Waiver of Presentence Investigation Report
Waiver of Rule 5(c)(3)(Rule 40) Hearings
Waiver of Speedy Trial
Waiver of Trial by Jury
Waiver.....

Service Of Process

Application for Writ of Habeas Corpus ad Prosequendum
Application for Writ of Habeas Corpus ad Testificandum
Certificate of Service
Judgment Returned Executed
Notice to Defendant Returned Executed
Return of Service of Subpoena
Search Warrant Issued
Search Warrant Returned Executed
Search Warrant Returned Unexecuted

Seizure Warrant Issued
Seizure Warrant Returned Executed
Seizure Warrant Returned Unexecuted
Summons Issued
Summons Returned Executed
Summons Returned Unexecuted
USM 285 Return Executed
USM 285 Return Unexecuted
Warrant Issued
Warrant Issued(Sealed)
Warrant Returned Executed
Warrant Returned Unexecuted
Warrant of Removal Issued
Writ Executed
Writ Issued
Writ of Habeas Corpus ad Prosequendum Executed
Writ of Habeas Corpus ad Prosequendum Issued
Writ of Habeas Corpus ad Prosequendum Unexecuted
Writ of Habeas Corpus ad

Testificandum Executed
Writ of Habeas Corpus ad Testificandum Issued
Writ of Habeas Corpus ad Testificandum Unexecuted

Notices

Notice (Other)
Notice of Appearance - Defendant
Notice of Appearance - USA
Notice of Change of Address
Notice of Hearing
Notice of Hearing on Motion
Notice of Insanity Defense
Notice of Intent to Seek an Enhanced Penalty
Notice of Intent to Seek the Death Penalty
Notice to Defendant of Garnishment
Notice to Resume Prosecution

Trial Documents

Exhibit List
Jury Impaneled
Jury Instructions
Jury List
Jury Notes
Jury Seating Arrangement
Jury Verdict
Jury Verdict on Forfeiture
Peremptory Challenges
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire
Request for Special Findings of Fact
Special Findings of Fact
Stipulation to Jury
Trial Brief
Voir Dire Questions
Witness List

Appeal Documents

1 - Terminate Appeal Deadlines
Appeal Notification Form
Appeal Record Returned
Appeal Record Sent to USCA
Appeal Transcript Designation Order Form

CRIMINAL DOCKETING MENU (12-05-05)

Appeal of Magistrate Judge Decision to District Court - Criminal Case
 Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
 CJA 24 Request for Transcript
 Certificate of Record
 Defendant Reply Brief
 Designation of Record on Appeal
 FRAP 24 Certificate
 Government Brief
 Government Reply Brief
 Judgment on Appeal of Magistrate Judge Decision
 Notice of Appeal - Conditions of Release
 Notice of Appeal - Final Judgment
 Notice of Appeal - Interlocutory
 Notice of Appeal - Order
 Notice of Docketing Appeal from Magistrate Judge Decision
 Original Record Sent to USCA(CR)
 Reporter Correspondence
 Supplemental Record Sent to USCA
 Transcript - Appeal
 Transcript - Appeal(Sealed)
 USCA Appeal Fees
 USCA Case Number
 USCA Decision on Interlocutory Appeal
 USCA Decision on Judgment
 USCA Mandate
 USCA Notice of Docketing ROA
 USCA Order
 Writ of Certiorari Issued -Supreme Court
 ~Util - Set/Reset Appeal Deadlines
 ~Util - Terminate Appeal

Other Documents

Affidavit
 Affidavit - Rule 40
 Answer to Writ of Garnishment
 Application and Affidavit for Search Warrant
 Application for Electronic Surveillance Aid
 Application for Pen Register and/or Telephone Tap

Application for Seizure Warrant
 Application for Writ of Garnishment
 Bill of Particulars
 Consent to Inspection of PSI
 Consent to Jury Selection by US Magistrate Judge
 Consent to Magistrate Judge
 Disposition on Motion
 Consent to Trial before US Magistrate Judge
 Exhibits Returned/Disposed
 Financial Affidavit - CJA 23
 Information to Establish Prior Conviction
 Joinder
 Objections to Findings and Recommendations
 Objections to Presentence Investigation Report
 Petition for Probation Violation
 Position re:Sentencing Factors(Blakely)
 Preliminary Pretrial Statement
 Presentence Investigation Report
 Pretrial Memorandum
 Redacted Document
 Redaction Index
 Refusal of Magistrate Judge
 Response
 Response to Order to Show Cause
 Satisfaction of Judgment
 Sealed Document(s)
 Sentencing Memorandum
 Status Report
 Stipulation
 Transcript Request
 Withdrawal of Motion

Court Events

Orders on Motions -No Drop Downs

Other Orders/Judgments

1 - Terminate Deadlines
 1 - Terminate Deadlines and Hearings
 1 - Terminate Hearings
 Amended Judgment
 CJA - Application for Payment - Denied
 CJA 20 - Appointment
 CJA 20 - Authorization to Pay
 CJA 21 - Appointment
 CJA 21 - Authorization to Pay

CRIMINAL DOCKETING MENU (12-05-05)

CJA 24 - Authorization to Pay	Order Setting Conditions of Release
CJA 30 - Appointment	Order Severing Defendant from Codefendant(s)
CJA 30 - Authorization to Pay	Order Taking Motion Under Advisement
CJA 31 - Appointment	Order Terminating Attorney
CJA 31 - Authorization to Pay	Order Withdrawing Warrant
CJA7 - Order Terminating Counsel	Order for Forfeiture of Property
Certificate of Appealability	Order for Separate Trial on Counts
Certificate of Appealability Denied	Order for Warrant
Commitment to Another District	Order for Warrant for Arrest of Property
Consent Decree of Forfeiture	Order of Detention
Consent to Plea before M/J	Order of Dismissal
Contempt Certification	Order of Entry
Contempt Order	Order of Entry - Application Denied
Court Verdict	Order of Recusal
Court Verdict on Forfeiture	Order of Removal from State Court
Declaration of Mistrial	Order of Removal to Another District
Deferral of Prosecution Allowed	Order of Temporary Detention
Dismissal of Counts by Court	Order on Arraignment
Findings and Recommendations	Order on Initial Appearance
Findings and Recommendations on	Order on Initial Appearance SRT
Guilty Plea	Order on Jury Selection M/J
Findings of Fact	Order on Preliminary Examination
Judgment	Order on Preliminary Revocation Hearing
Judgment of Forfeiture	Order on Pretrial Conference
Judgment on Appeal of Conditions of Release	Order on Resentencing
Judgment on Revocation of SRT	Order to Continue - Ends of Justice
Memorandum Opinion	Order to Produce
Nolle Prosequi Allowed	Order to Seal Case
Notice of Return from Psychiatric Evaluation	Order to Seal Document
Oral Order	Order to Show Cause
Order	Order to Unseal Case
Order - Written Order Following Oral	Order to Unseal Document
Order on Motion	Order to Unseal Indictment
Order Adopting Findings and Recommendations	Order to Unseal Information
Order Allowing Plea Agreement	Petition/Order Modifying Prob/SRT/COR
Order Appointing Counsel	Psychiatric Order
Order Appointing Public Defender	Report of Offender Under Supervision
Order Cancelling Deadline	Rule 20/21 Return Out
Order Modifying Conditions of Release	Rule 21 - Transfer In
Order Referring Case to Magistrate	Rule 21 - Transfer Out
Judge	Scheduling Order
Order Referring Motion	Sealed Order (No Email Notice)
Order Referring Motion upon Consent to	Sealed Order (With Email Notice)
Magistrate Judge Disposition	Seizure or Inspection Warrant -
Order Rejecting Plea Agreement	Application Denied
Order Setting Bond for Witness	Warrant in rem - Application Denied

CRIMINAL DOCKETING MENU (12-05-05)

~Util - Add and Terminate Attorneys	Jury Trial - Death Penalty Phase
~Util - Bond Set/Reset	Jury Trial - Sentence Enhancement Phase
~Util - Interpreter Appointed	Material Witness Hearing
~Util - Set/Reset Deadlines	Motion Hearing
~Util - Set/Reset Deadlines/Hearings	Motion Hearing - Material Witness
~Util - Set/Reset Hearings	Motions No Longer Referred
~Util - Set/Reset Motion and F&R Deadlines/Hearings	Motions Referred
~Util - Terminate Motions	Motions Referred upon Consent to Magistrate Judge Disposition
~Util - Terminate Parties	Nebbia Hearing
Minute Entries	Omnibus Hearing
1 - Terminate Deadlines	Plea and Sentence
1 - Terminate Deadlines and Hearings	Preliminary Examination
1 - Terminate Hearings	Preliminary Revocation Hearing
Allocution	Pretrial Conference
Arraignment	Pro Se (Faretta) Hearing
Attorney Appointment Hearing	Psychiatric Report Hearing
Bench Trial - Begun	Remand Hearing
Bench Trial - Completed	Revocation of Probation - Final Hearing
Bench Trial - Held	Revocation of Supervised Release - Final Hearing
Bond Forfeiture Hearing	Rule 44(c) Hearing
Bond Hearing	Scheduling Conference
Bond Revocation Hearing	Sealed Hearing
CVB Hearing	Sentencing
Change of Plea Hearing	Show Cause Hearing
Competency Hearing	Status Conference
Contempt Hearing	Telephone Conference
Daubert Hearing	Transfer Hearing
Detention Hearing	Voir Dire Begun
Detention Hearing - Material Witness	Voir Dire Held
Discovery Hearing	~Util - Add and Terminate Attorneys
Dispositional Hearing (Juvenile)	~Util - Bond Set/Reset
Docket Call	~Util - Case Sealed
Evidentiary Hearing	~Util - Case Unsealed
Extradition Hearing	~Util - Counts to be Tried Separately
Forfeiture Hearing	~Util - Defendant Severed from Codefendant(s)
Hearing Out of Jury Presence	~Util - Document Sealed
In Camera Hearing	~Util - Document Unsealed
In Chambers Conference	~Util - Exparte Matter
Initial Appearance	~Util - Indictment Unsealed
Initial Appearance - Material Witness	~Util - Information Unsealed
Initial Appearance - Revocation Proceedings	~Util - Interpreter Appointed
Initial Appearance - Rule 40	~Util - Plea Entered
James Hearing	~Util - Set/Reset Deadlines
Jury Selection	
Jury Trial	

~Util - Set/Reset Deadlines/Hearings
 ~Util - Set/Reset Hearings
 ~Util - Set/Reset Motion and F&R Deadlines/Hearings
 ~Util - Terminate Motions
 ~Util - Terminate Parties

Utility Events

1 - Terminate Appeal Deadlines
 Add Counts
 Add Counts (Superceding)
 Add and Terminate Attorneys
 Add and Terminate Judges
 Bond Set/Reset
 Case Assigned/Reassigned
 Case No Longer Referred
 Case Referred to Magistrate Judge
 Case Reopened
 Case Sealed
 Case Unsealed
 Count Redaction
 Counts to be Tried Separately
 Defendant Severed from Codefendant(s)
 Dismissal of Counts on Defendant Motion
 Dismissal of Counts on Government Motion
 Document Sealed
 Document Unsealed
 High Risk Designation
 High Risk Termination
 Indictment Unsealed
 Information Unsealed
 Interpreter Appointed
 JS-2 First Appearance Code
 JS-2 Opening Information
 JS-2 Reopening Information
 JS-3 Closing Information
 Magistrate Judge Selection
 Motion Submitted
 Motion Taken Under Advisement
 Motions No Longer Referred
 Motions Referred
 Motions Referred upon Consent to
 Magistrate Judge Disposition
 Notice of Correction
 Remark
 Reopen Document
 Set/Clear Flags
 Set/Reset Deadlines

Set/Reset Deadlines/Hearings
 Set/Reset Hearings
 Set/Reset Motion and F&R Deadlines/Hearings
 Speedy Trial - Excludable Start
 Speedy Trial - Excludable Start for
 Motion or Interlocutory Appeal
 Speedy Trial - Excludable Stop
 Speedy Trial - Location Start
 Speedy Trial - Procedural Interval Start
 Speedy Trial - Start/Restart PNT
 Staff Notes
 Terminate Case
 Terminate Deadlines and Hearings
 Terminate Defendant
 Terminate Documents
 Terminate Merged Defendant
 Terminate Motions
 Update Bond Information
 Update Bond Information - Remove
 Update Disposition Information
 ~Util - Set/Reset Appeal Deadlines
 ~Util - Terminate Appeal

Other Events

Amicus Curiae Appearance
 Appearance Bond of Witness
 Appearance Pro Se
 Appearance Through Counsel
 Attorney Appearance Pro Bono
 Docket Annotation
 Mail Returned
 Medical Evaluation Report
 Psychiatric Report
 Receipt for Passport
 Referral to Special Master
 Transcript
 Transcript - Sealed
 Writ of Garnishment
 Writ of Garnishment (Sealed)